

Administrative - Internal Use Only

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22 AUG 1974

MEMORANDUM FOR: Special Support Assistant to the DDA
SUBJECT : Preparation of Requisitions
REFERENCE : Book Dispatch 9468 dtd 25 April 74

Attached is a proposed telepouch or book cable advising of a new numbering process which modifies the requisition numbering system. The new process is to be implemented by all field activities upon receipt of the telepouch or cable. It is requested that this information be disseminated to all overseas stations by the fastest, most convenient means.

/s/ Michael J. Malanick

Michael J. Malanick
Director of Logistics

Att

Distribution:

Orig & 1 - Adse
1 - OL/P&PS Official
1 - OL Files
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STATINTL

OL/P&PS: [REDACTED] jw/2561 (20 Aug 74)

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PROPOSED TELEPOUCH OR BOOK CABLE

SUBJECT: Preparation of Requisitions

1. After 1 month's experience using the new Document Control Number (DCN) format, we have found that by modifying the requisition numbering system the logging, filing, and retrieval processes are made much easier and more efficient. The change we have instituted is to use consecutive serial numbering for the last three digits of the DCN, i.e., 001, 002, 003, etc., right on through 999, only changing the Julian dates, i.e., 74182, 74183, 74184, etc., daily as necessary. This allows for easier followup since one only has to look for the last three digits in the file. The stations will start over again with 001 after the highest number (999) is assigned. In addition, we have found this system helpful in prenumbering logs and entering only the calendar year and Julian date as requisitions are prepared.

2. Sequential numbering will also eliminate the possibility of duplicating DCN numbers. Request all stations begin use of new DCN numbering system upon receipt of this message.